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Microsoft Word Tip of the Day

Speech-to-Text

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This article is on Speech-to-Text, that is, dictating your translation into Microsoft Word (or Excel or PowerPoint, etc.), rather than typing it. This feature is built-in to Microsoft Office products, and there is no need to buy any additional software. A subscription to Microsoft 360 is not necessary either.

There are two elements of importance in laying the foundation to be able to have your computer recognize your voice/speech:

- setting up your microphone (You can use either the microphone that is built into your computer, or an external microphone that is connected to your computer by plugging it in or by Bluetooth, etc. An external microphone probably gives you better quality.);
- training your computer about your voice and speech accent.

Such set-up and training for your computer are extremely important in improving the quality of speech recognition by your computer, and I strongly recommend that you spend the 30 minutes or so to do these procedures before the fun part of dictating your translation into your document. It is an investment with a big payout.

Below, I am going to show you the differences between Windows 10 and Windows 8 (including some versions before Windows 8) in various aspects of how to get this functioning on your computer.

How to Access the Control Panel for Microphone Set-Up and Training

Windows 10: Right click on the Windows icon in the lower left taskbar, and select Search. Type into the search box: Control Panel

Windows 8 & some prior versions: Right click on the Windows icon in the lower left taskbar, and select Control Panel.

Set-Up and Training Below in the Control Panel are the Same for Both Windows 10 & 8 Microphone Set-Up:

1. In Control Panel, select Ease of Access → Speech Recognition
2. Select: Start Speech Recognition.

3. Follow the procedures. When prompted about document review, choose the option you desire - disabling document review is alright (if you have a confidentiality obligation regarding your translations, disabling it is the better option); using voice activation mode allows smoother operation of speech recognition; viewing the reference sheet allows you to print, for reference, commonly used commands in speech recognition; deciding whether you want speech recognition to turn on every time you turn your computer on (I will show you later how to easily turn speech recognition on/off, so you can feel free to leave this box unchecked if you want).
4. You are finished with the microphone set-up.

Training Your Computer in Speech Recognition

1. After the microphone set-up, you are returned to Speech Recognition in the Control Panel. Or, you can again access it as described above.
2. In Speech Recognition, select: Train your computer to better understand you. During the process, if the training seems to freeze, re-read the sentence, or click the pause button, wait a few seconds, and then click the resume button. When the first training session ends, you can continue with More Training if you want to.

Now you are ready for the fun stuff: dictating your translation!

How To Open Speech Recognition

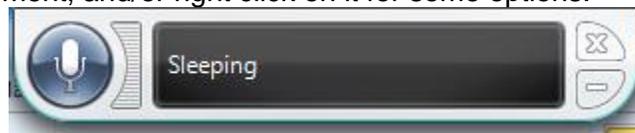
(Use this to open Speech Recognition the very first time.

You can also use it after that if you want to, or refer to the Easy Way noted below.)

Windows 10 & Windows 8

In Control Panel, select Ease of Access → Start Speech Recognition.

At the top of your Windows screen, a new speech recognition tool (I call it SRT) appears that looks something like this. It floats above all programs in Windows. You can also move it around for better placement, and/or right click on it for some options.



1. Open MS Word
2. On the SRT, click on the microphone or say "Start Listening" to wake it up. It now says "Listening."
3. Make sure your cursor is in MS Word
4. Dictate your translation using your microphone. The text is automatically typed for you in your document.

5. Refer to the speech recognition commands that you printed for reference for things such as correcting mistakes, new lines, new paragraphs, etc. Here is a sampling of some of those commands:

To do this	Say this
Turn SRT on	Start Listening
Pause SRT	Stop Listening
Insert a new line in the document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Go to the start of the sentence that the cursor is in	Go to start of sentence
Go to the start of the paragraph that the cursor is in	Go to start of paragraph
Go to the start of the document	Go to start of document
Select the last text you dictated	Select that
Delete the selected or last dictated text	Delete that
To insert this	
	Say this
,	Comma
;	Semicolon
.	Period; Dot; Decimal point
:	Colon
“	Open double quote; Open quote
”	Close double quote; Close quote; Close inverted commas
!	Exclamation mark; Exclamation point
?	Question mark
©	Copyright sign
®	Registered sign, Registered trademark sign

(A great place to find further instruction is on YouTube, searching for Microsoft speech recognition, etc. Click below for a good YouTube instructional video)

<https://www.youtube.com/watch?v=RzkOwDdaoXc>

6. To pause the SRT, click again on the microphone or say “Stop Listening.” It now says “Sleeping”
7. You may find that a combination of dictating into your microphone and typing/mouse works best.

How To Close Speech Recognition

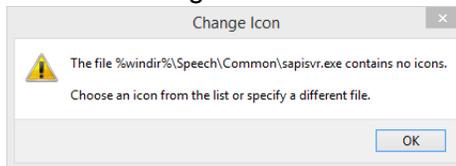
1. On the SRT, you can click on the “Minimize Bar” at the bottom right of the SRT to minimize it to your bottom toolbar. When minimized, if it is “Listening,” it is still functioning and will continue trying to type what it hears. If it is “Sleeping,” it is dormant but just not actually closed.
2. To find the SRT and to have it appear at the top of the Windows screen again, find it in the bottom toolbar in the Hidden Icons which can be displayed by clicking on the up-arrow ▲. The SRT icon in the Hidden Icons looks like a small blue microphone. Double click on it and it will again appear at the top of the Windows screen. Click on the microphone in the SRT to toggle it between Sleeping and Listening.
3. To completely close the SRT, click on the X at the top right of the SRT. You can open the SRT again at a later time by going to Control Panel and clicking on Start Speech Recognition, or by using the Easy Way below.

4. You may find that if you experience difficulties on your computer opening/closing the SRT, the better option may be, once it is open, to have it Stop Listening, minimize it, and open it again and wake it up whenever you want it.

Easy Way To Open Speech Recognition

It is cumbersome to have to go to the Control Panel each time to open the SRT. I do not know of a keyboard shortcut to open the SRT [I have read that it can be done by pressing Ctrl Key + Windows Key in Windows 8 or by pressing the Windows Button + the H key in Windows 10, but these don't necessarily work well for me], but here is a way to create an icon on your desktop to open the SRT:

1. On your desktop, in an open space right click and select New → Shortcut.
 - a. Type the location of the items: %windir%\Speech\Common\sapisvr.exe -SpeechUX (copy/paste works best here; if you manually type it, type it exactly, including one space after .exe; no space between the dash and SpeechUX; the dash is a short dash not a long dash) → Next
 - b. Type a name for this shortcut, such as Speech Recognition → Finish
2. Unfortunately, this icon on your desktop does not have an appealing appearance, so to make it look better, such as like a microphone, do this:
 - a. Right-click on the icon → Select Properties
 - b. Click on Change Icon → if the following message appears, click OK



- c. In the box under the text: Look for icons in this file:, delete the text that starts with: %SystemRoot%\system32..... and paste in this text: %SystemRoot%\System32\Speech\SpeechUX\speechuxcpl.dll → Do Not Click on Browse, but instead, Click on OK. You will see a microphone, click on it → Click OK
- d. Click OK on the Properties box.
- e. Now your desktop icon has a picture of a microphone and is called Speech Recognition. This looks a lot better! It looks like this:



3. Now you can close the SRT anytime, and again access the SRT quickly, without having to go to Control Panel each time, just by double-clicking on this desktop icon.

Speech Recognition in Languages Other than English

Microsoft says that Speech Recognition is available in English (United States and United Kingdom), French, German, Japanese, Mandarin (Chinese Simplified and Chinese Traditional), and Spanish. It says to configure it in these languages through Control Panel → Ease of Access → Speech Recognition.

Using Speech Recognition in Other Software Products

Use of this speech recognition is not limited to Microsoft products but can be used in any product that functions on Windows, although sometimes with limited functionality. Included in other programs are email programs, SDL Trados, etc.